UNITED STATES DISTRICT COURT

| for the | | | | | |
|---|---|--|--|--|--|
| District of | | | | | |
| Plaintiff(s) | Civil Action No. | | | | |
| SUMMONS IN A CIVIL ACTION | | | | | |
| To: (Defendant's name and address) | | | | | |
| A lawsuit has been filed against you. | | | | | |
| Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are: | | | | | |
| If you fail to respond, judgment by default will be entered a You also must file your answer or motion with the court. | against you for the relief demanded in the complaint. CLERK OF COURT | | | | |
| Date: | Signature of Clerk or Deputy Clerk | | | | |

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

| | This summons for (nat | me of individual and title, if any | | | | | |
|--------|--|---|---|------|----------|--|--|
| was re | ceived by me on (date) | | | | | | |
| | ☐ I personally served | I the summons on the indiv | vidual at (place) | | | | |
| | 1 | | on (date) | ; or | | | |
| | ☐ I left the summons | at the individual's residen | nce or usual place of abode with (name) | | | | |
| | , a person of suitable age and discretion who resides there, | | | | | | |
| | on (date) | on (date), and mailed a copy to the individual's last known address; or | | | | | |
| | ☐ I served the summe | ons on (name of individual) | | | , who is | | |
| | designated by law to accept service of process on behalf of (name of organization) | | | | | | |
| | | | on (date) | ; or | | | |
| | ☐ I returned the sum | mons unexecuted because | | | ; or | | |
| | ☐ Other (specify): | | | | | | |
| | My fees are \$ | for travel and \$ | for services, for a total of \$ | | | | |
| | I declare under penalty of perjury that this information is true. | | | | | | |
| Date: | | | | | | | |
| | | | Server's signature | | | | |
| | | | Printed name and title | | | | |
| | | | Server's address | | | | |

Additional information regarding attempted service, etc: